



Intertribal Agriculture Council Job Openings

Technical Assistance Specialist

LOCATIONS

1 vacancy in each of the following locations:

- Great Plains Region; North Dakota/South Dakota/Nebraska
- Southern Plains Region; Western Oklahoma/Kansas/Texas
- Navajo Region

Salary

Based on experience & qualifications

Work Schedule

Full-time permanent

Closing Date

Open until filled

JOB DESCRIPTION

Summary

Do you want to work for an organization whose mission is "To provide a unified effort to promote change in Indian Agriculture for the benefit of Indian People"? The Intertribal Agriculture Council was founded in 1987 to pursue and promote the conservation, development and use of our agricultural resources for the betterment of our people. Since that time, IAC has grown to prominence in Indian Country, among the federal government agencies and the agricultural field with which it works on behalf of individual Indian producers and Tribal enterprises. The IAC is widely recognized as the most respected voice within the Indian community and government circles on agricultural policies and programs in Indian country.

The IAC conducts a wide range of programs designed to further the goal of improving Indian Agriculture. The IAC promotes the Indian use of Indian resources and contracts with federal agencies to maximize resources for tribal members.

Responsibilities

This position serves as the Technical Assistance Specialist under the supervision of the Director of Programs.

Serve as an outreach and technical specialist providing advisory services; facilitating government-to-government meetings between tribes and the USDA; identifying problems and issues; advocating for appropriate USDA programs and educating tribes and individuals of the benefits available through these programs; developing relationships between Tribes, Bureau of Indian Affairs, USDA and the IAC; and informing Indian communities of the mission, goals and objectives of the IAC.

Work with all Tribes and tribal partners in respective region to gather data, assess tribal conservation needs and assist tribal leaders and individuals on obtaining services across all applicable programs from the USDA. Provides direct conservation planning and implementation services, or works with others to ensure native practices are being considered as applicable, that services and technical assistance is provided to address natural resource concerns on tribal lands, and that recommended practices are culturally sensitive and technically sound.

Perform outreach and other activities to help establish and maintain good working relations with Tribes, Bureau of Indian Affairs, USDA and Indian Health Services in the region. Works closely with IAC leadership to develop policies, procedures and directives to strengthen relationships with Tribes and partner agencies; facilitating and promoting workshops, field demonstrations and special events; establishing, maintaining relations, and providing as a point of contact with Federally-Recognized Tribes Extension Program (FRTEP) professionals, 1994 Tribal colleges and other colleges, and First Americans Land-Grant Consortium (FALCON); maintaining contact with other Technical Assistance Specialists in IAC; and performing other activities as needed to develop and improve the efficiency, effectiveness, and quality of products and services provided.

Demonstrate knowledge and proficiency of the history, culture, and traditions of American Indian tribes and exhibits and promotes cultural awareness and sensitivity to individual tribal customs. Provides training and advice to others who work directly with tribes on appropriate interaction with tribal representatives to ensure relationships are respected and adhered to.

Maintain and revise workload analysis, plans of operations, goals, and documentations of accomplishments including reporting progress in appropriate databases or computer systems. Use this data to analyze, assess, and evaluate issues and concerns and present to leadership the observations, findings and recommendations to resolve substantive problems and issues related to the effectiveness and efficiency of the tribal and government consultation process. Provide as an additional point of contact between the USDA Office of Tribal Relations and Tribal governments in the region to facilitate efforts across all functions of USDA agencies.

Actively engage and support the evolving youth programs of IAC to ensure adequate program development and delivery across the region. Facilitate collaborative partnership networks that provide opportunity for youth seeking professional development and internship experience and serve as a mentor to inspire the next generation of leadership across the region.

TRAVEL

Frequent Travel required for field visits, training, meetings, and other work related activities within and outside of your service area.

REQUIREMENTS

Conditions of Employment

- An initial six (6) month probationary or trial period may be required.
- Must possess and maintain a valid driver's license.
- Have your salary sent to a financial institution of your choice by Direct Deposit/Electronic Funds Transfer.

PLEASE NOTE: In the interest of filling this position as efficiently as possible, we are requiring the following:

- If called for an interview, applicants must be available to interview by phone or in person within 3 business days of being contacted.
- If a tentative job offer is extended, selectee will have 2 business days in which to accept or decline.

Qualifications

All applicants must meet all qualification and eligibility by the closing date of this vacancy announcement. It is desired that applicant have 1 year experience in each of the following:

- Working knowledge of USDA programs and services and the application procedures as they relate to use on Indian Lands.
- Working knowledge of financial assistance programs and has worked with clients to leverage external funding sources to address resource concerns.
- Working knowledge of Tribal and BIA operations, procedures and policies as they impact participation in USDA programs.

EVALUATION

You will be evaluated for this job based on how well you meet the qualifications above and based on your qualifications for this position as evidenced by the education, experience, and

training you describe in your resume and cover letter to determine the degree to which you possess the competencies listed below:

- Conservation Planning; Financial planning, loan preparation, and risk management planning; Conservation Financial Assistance Programs; Soil and Water Conservation; Agricultural, Natural, Environmental, and Biological Processes; Oral Communication; Representing the Organization; Relationship Management; Interpersonal Skills, Problem Solving, and Tribal Customs and Culture.

We will review your application to ensure you meet the job requirements and assess your ability to perform this job. Applicants who meet the basic minimum qualification requirements and are determined to be among the best qualified candidates will be invited to participate in an interview.

SPECIAL CONSIDERATIONS

Preference in hiring will be given to qualified IAC youth leadership program participants and individuals of Native American or Alaska Native descent.

REQUIRED DOCUMENTS

The following documents are required for your application to be complete. Failure to submit required, legible documents may result in loss of consideration.

- Cover Letter: Think of this as an initial interview, and a chance to make your first impression.
- Resume which includes: 1) personal information; 2) education; 3) work experience including work schedule, hours worked per week, dates of employment; and title, series and grade if applicable; 4) supervisors phone number, e-mail address for each work period listed, and whether we may contact reference checks; and 5) other qualifications.
- A sample demonstrating your writing ability.

BENEFITS

Full health, life, and dental insurance for the employee; 6% equivalent of the annual salary will be contributed to a retirement account. Eligible for holiday, annual, and sick leave as established in the personnel policy. The probationary period for implementation of health insurance shall be 60 days as required by national health insurance laws.

How to Apply

Submit required documents via email only to: kari@indianaglink.com